

CAPSTONE PROJECTS
“Release of Information and Intellectual Property”

I. GENERAL INFORMATION

Capstone Marketplace projects are undertaken by student teams within the SERC Collaboration, as well as other participating universities. The projects are engaged to satisfy the needs of government sponsors and further the government’s interest in and support of the general education and research process. Sometimes the projects will result in the generation of intellectual property and it is important that all individuals involved in the projects clearly understand their rights as well as their obligations to the government and to the University. **CAPSTONE projects issued by Stevens Institute/ SERC are federally sponsored awards and subject to the contract obligations of relevant FARs and DFARS.**

II. POINTS OF CONTACT

Each project will have a **Faculty Advisor** who provides guidance to the student team. Each government sponsor will identify a point of contact in their organization who will provide assistance to the team and act as the **Client** for the project. Points of contact will primarily be between the Faculty Advisor, the student team and the Client/government sponsor; however, responsibility for reporting the development of intellectual property developed as the result of CAPSTONE sponsorship rests with the Stevens’ SERC.

III. DISCLOSURE AND RELEASE OF PROJECT INFORMATION

As each Capstone Project is organized, the student team, Faculty Advisor, and the government Client will agree on a Project Plan that specifies the release of project information. Publication restrictions and review requirements will be clearly identified by the government. In some cases, identification of government individuals, organizations, and descriptions of employment of the technologies may be restricted. Universities may choose not to accept these restrictions or projects. It is expected that the majority of Research Tasks (RTs) issued by the SERC are fundamental research and the award recipients will publish without restrictions.

IV. INTELLECTUAL PROPERTY

At a minimum, development of intellectual property during a CAPSTONE experience is subject to the requirements of FAR 52.227-11 and possibly 252.227-7013, which require that the SERC report all such intellectual property to the government and that the government receive a license. Appendix F of the “Sponsored Research Agreement - IP Provisions” recognizes the authority of each university’s own Patent Policy as it regards assignment of inventorship and copyright; however, each university’s Patent Policy and processes must be able to accommodate the requirements of reporting and the assignment of licenses to the government by means of Contractor/Subcontractor ownership of IP. In the event intellectual property is developed by a collaborating institution, the signature of the authorized official at Clause 31 in the Subcontract/Sponsored Research Agreement acknowledges understanding and agreement with these requirements. The following process describes the institution’s interaction with the SERC:

- **DEVELOPED AT INDEPENDENT UNIVERSITY OR SERC COLLABORATION UNIVERSITY** – Faculty Advisor notifies their university business office as well as the CAPSTONE Marketplace Managers, who will notify the Stevens Office of Innovation and Entrepreneurship (OIE) (SEE APPENDIX F – IP PROVISIONS)
- **DEVELOPED AT STEVENS INSTITUE** – Faculty Advisor notifies the CAPSTONE Marketplace Managers who will notify the Stevens Office of Innovation and Entrepreneurship (OIE) (SEE APPENDIX F – IP PROVISIONS)

The following section advises the Student Team members, the Faculty Advisor, the Participating University (if relevant) and Government Client of publication restrictions. Additionally, each member of the Student Team and the Faculty Advisory acknowledges receipt of this information by means of their signature on this memo.

RT # _____ CAPSTONE UNIVERSITY NAME: _____ Are there publication restrictions? YES ___ NO ___

SUMMARY OF RESTRICTIONS:

Signature and date of Student Team Member: _____

Signature and date of Faculty Advisor: _____

Signature and date of Government Sponsor: _____